



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> RISO Fresh Fruits & Vegetables	
<b>Solicitation No. - N° de l'invitation</b> 21201-197539/01/A	<b>Date</b> 2019-05-10
<b>Client Reference No. - N° de référence du client</b> 21201-197539	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> MCT-8-41108 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-5533	
<b>Date of Original Request for Standing Offer</b> 2019-02-04	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.	<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 962-5329 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation  
21201-197539  
Client Ref. No. - N° de réf. du client  
21201-197539

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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## Solicitation Amendment No. 002

### Title: Fresh, Fruits & Vegetables

*This solicitation is hereby amended to:*

- (1) Reference: Annex “B” – List of Products

**DELETE** the current Annex B; *and*

**INSERT** instead the **Annex B revised 2019-05-10 Amendment No. 002**

**The last revised Annex B in must be submitted with the offer.**

- (2) Reference: Annex “A” – Requirement

**DELETE** the current Annex A; *and*

**INSERT** instead the **Annex A revised 2019-05-10 Amendment No. 002**

All other terms and conditions of the solicitation remains unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle  
Supply Officer / Agente d'approvisionnement  
Phone / Téléphone - (506) **962-5329**  
Facsimile / télécopieur - (506) 851-6759  
Email: charlotte.drisdelle@pwgsc-tpsgc.gc.ca



File No / No de dossier: 21201-19 7539      Annex "B" Basis of Payment - Annexe B Base de paiement  
Title / Titre: Fresh Fruits & Vegetables / Fruits et légumes frais    Revised 2019-05-10    Amd./Mod. N° 002

Vendor Name / Nom du fournisseur:									
Period/Période: 2019-04-01 - 2020-03-31    divided into monthly standing offer periods									
Item	Estimated Monthly Quantities	Unit of Issue	DESCRIPTION	Unit size, pack and case sizes required	Unit size, pack & case sizes    offered	Product Number	Price		
1	120	case	Apples, McIntosh, No Substitute (price will be evaluated per count/quantity)	120 - 125 ct no substitute				per	case
2	210	case	Bananas, <b>Chiquita Brand</b> <b>No Substitute</b>	40 lbs = 18 kg				per	case
3	40	case	Broccoli Crowns	20 lbs				per	case
4	40	case	Cabbage, Green	50 lb = 22.7 kg				per	case
5	40	case	Cabbage, <b>Red</b>	50 lb = 22.7 kg				per	case
6	60	case	Cantaloupes, 15 to 18 count size only no substitute. <b>Price will be evaluated per case price</b> and not per count/quantity	15 to 18 count size no substitute				per	case
7	200	case	Carrots	50 lb = 22.7 kg				per	case
8	100	case	Carrots 10 x 5 lbs per bag No Substitute	<b>10 x 5 lbs</b> no substitute				per	case

Item	Estimated Monthly Quantities	Unit of Issue	DESCRIPTION	Unit size, pack and case sizes required	Unit size, pack & case sizes offered	Product Number	Price	
9	180	case	Celery, price will be evaluated per case price not per count/quantity	24 ct - 30 ct			per case	
10	100	case	Cucumbers, Medium	24 ct			per case	
11	25	case	Cucumbers, English no substitute	12 ct no substitute			per case	
12	100	case	Honeydew Melon, 8 to 9 count size only no substitute. <b>Price will be evaluated per case price</b> and not per count/quantity.	8 to 9 count size no substitute			per case	
13	80	case	Kiwi	135ct-10kg no substitute			per case	
14	100	case	Lettuce, Romaine, 24-30 count size case (Seasonal) <b>Price will be evaluated per case price</b> not per count.	24 - 30 ct			per case	
15	130	case	Lettuce, Iceburg, must be wrapped, 24-30 count size case (Seasonal) <b>Price will be evaluated per case price</b> not per count.	24 - 30 ct			per case	
16	60	case	Mushrooms, Bulk	2.27 kg = 5 lb			per case	
17	15	case	<b>Spanish Onions</b> , Bulk, 1 x 50 lb no substitute	22.7 kg / 50 lb <b>no substitute</b>				
18	15	bag	Onions, Red, No Substitute	11.34 kg = 25 lb			per bag	
19	230	case	Onions	<b>10 x 5 lb</b> no substitute			per case	

Item	Estimated Monthly Quantities	Unit of Issue	DESCRIPTION	Unit size, pack and case sizes required	Unit size, pack & case sizes offered	Product Number	Price	
20	10	case	Green Onions	48 bunch				per case
21	80	case	Oranges 138 count size, no substitute	138 ct size only no substitute				per case
22	160	case	Peppers, Green, medium to large size only no substitute	10 lb - 25 lb				per case
23	66	case	Peppers, Red, medium to large size only no substitute	2 kg - 5 kg				per case
24	275	bag	Potatoes, White or Russet, Bulk (#1 must be provided from June to September) (#2 must be provided from October to May)	22.7 kg / 50 lb				per bag
25	25	case	Radishes (Seasonal)	30 x 170g = 6oz				per case
26	100	case	Spinach (Seasonal)	12 x 10 oz = 284g				per case
27	350	case	Tomatoes (Seasonal)	11.36 kg / 25 lb				per case
28	32	case	Turnip	22.7 kg = 50 lb				per case
29	20	bag	Muselin Mix Lettuce	3 lb / 1.36 kg bag				per bag
30	35	case	Tossed Salad consisting of at least Lettuce, Red Cabbage & Shredded Carrots, must be Pre Washed, Pre Cut & Ready to Eat in Vacuum Sealed Packs no substitute	approx 8 x 2.5lb / = 20 lb case				per case

Item	Estimated Monthly Quantities	Unit of Issue	DESCRIPTION	Unit size, pack and case sizes required	Unit size, pack & case sizes offered	Product Number	Price	
31	56	case	Bok Choy	40 lbs = 18.14 kg				per case
32	100	case	Squash Zucchini	25 lbs approximately				per case
33	100	case	Bean Sprouts	1/2 case 5 lbs to full case <b>10 lbs maximum</b>				per case
34			Miscellaneous additional other items not listed herein at wholesale price less a _____ % discount or at cost price plus a _____ % markup <b>to a maximum of 15%.</b>					

**Every Product must be delivered in its original case.**

The offeror must be compliant with the products' «unit size» where specified and bid on the **individual package sizes** as close as possible to the sizes requested. If you offer a pack size much larger than the size requested, you **MUST** have written approval from the Supply Officer, **PRIOR** to bid closing. Failure to do so could render your bid non compliant and could be rejected.

It is the responsibility of the offeror to obtain clarification of each item of the requirements contained herein, if necessary, prior to submitting their offer or **PRIOR** to bid closing.

**Handwritten pricing sheets cannot be submitted. All bids must be submitted with this Annex B in Excel format. This Annex "B" in Excel Format must be obtained by contacting the Standing Offer Authority at Public Services and Procurement Canada.**

**NOTE:** The Estimated Quantities for the Products indicated as "Seasonal" are based on the monthly standing offer periods where the product will be in season and the price is more affordable to the Institutions.

***Revised 2019-05-10 Amendment No. 002***

**Fresh Fruits & Vegetables**

**«*REQUIREMENT*»**

**Correctional Service of Canada (CSC)**

**Delivery MUST be provided to the following Institutions:**

Atlantic Institution - Renous, New Brunswick  
Dorchester Penitentiary, Medium Sector - Dorchester, New Brunswick  
Dorchester Penitentiary, Minimum Sector - Dorchester, New Brunswick  
Regional Food Production Center, Dorchester, New Brunswick  
Springhill Institution - Springhill, Nova Scotia

**Period of Standing Offers**

**01 April 2019 to 31 March 2020**

***Divided into 12 monthly standing offers***

## **REQUIREMENT**

To supply and deliver **Fresh Fruits & Vegetables** on an “as and when requested” basis to Correctional Service of Canada Institutions as specified.

The offeror **MUST ensure 100 % compliance** to this Annex “A” and the attached «List of Products» in Annex “B”. Any deviations **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), **in writing, PRIOR to bid closing**. Failure to do so will render your bid non-compliant and it will be rejected.

The offeror is to bid on the product’s «unit size» where specified and the «individual package sizes» as close as possible to the sizes requested. If you offer a size much larger or smaller than the **individual package size requested**, it must be approved by the Standing Offer Authority, in writing, **PRIOR to bid closing**.

The offeror **MUST** provide a price for **EACH item** and must be **able to supply 100% of the items** on the attached «List of Products» in Annex “B”.

## **PRICING**

**All shipping charges must be included in the quoted prices.** If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery.

## **CALL-UP PROCEDURES**

All orders **MUST** be placed in writing. Suppliers must be able to receive orders by facsimile and/or email.

All call-ups **MUST be placed no later than by 11h00 on the last business day** prior to the expected day of delivery.

## **ORDER CONFIRMATION OF AVAILABILITY**

At time of a call-up, if a product is not available, the supplier is to advise the requesting Food Services Officer from the Institution, or his delegated representative, of ***the unavailability of the product within (2) hours to (4) hours maximum***; who in turn is the only approving authority for substitutions.

## **DISCREPANCIES AND SUBSTITUTIONS**

No items shall be substituted unless the substitution is authorized on the call-up document by the Food Services Officer or his representative.

It is a condition that no pack or case size, unit size, product type or price be changed after award of the standing offer **UNLESS** the product is changed by the distributor or the product’s country of origin or if a product becomes unavailable, due to weather conditions, the supplier must notify the Standing Offer Authority at PSPC of the change.



### **DELIVERY SERVICE LEVELS**

Only one (1) delivery must be made per orders per Institution. **Dorchester Penitentiary and Springhill Institution which have two sectors of security, medium and minimum the orders from both sectors must be delivered together at the same time only once in one day.**

Items that are not available are NOT to be back ordered.

Items are NOT to be short shipped when the entire quantity ordered is not available. All products ordered MUST to be processed on a FILL or KILL BASIS.

Deliveries MUST be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein.

All products must be delivered in its original box or case.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, COST to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

All security policies must be adhered to for deliveries on institutional grounds.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

### **REQUIREMENTS PERTAINING TO INVOICING**

A computerized or typed purchase invoice **one (1) copy only** must be provided to the client at the time of each delivery,

No Hand Written Invoices will be accepted.

If and when corrections to an invoice are made, you MUST reprint a corrected copy to be supplied at time of delivery.

No hand written corrections on invoices will be accepted.

The client's delivery representative will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

**Invoices MUST contain the following information:**

1. Purchase Order Number
2. Attention: Name of Requesting Site
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

**TYPE OF TRANSPORT**

All deliveries to the «Regional Food Production Center Building» **MUST be made in a truck** no longer than 36 feet maximum in length at most.

All deliveries to Atlantic Institution must be made in truck with the capacity of completely backing inside the bay door with a loading dock **48" from the ground.**

Delivery of chilled, frozen food commodities **must be made in refrigerated climate controlled transport** unless the consignee instructs otherwise.

**Offeror must confirm their company's trucks are in compliance with the above mandatory requirement:**

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**Signature and date**

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

## **PALLETISING**

All food items **MUST** be shipped to the specified delivery point on shrunk or stretch wrapped pallets no higher than 180 CM in height.

Orders **MUST** be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least (2) sides.

*Food items **MUST** be palletized in segregated commodities of: Chilled Products & Non Chilled Products*

Food items **MUST** be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

The supplier is responsible for the offloading of all food items.

## **EXPIRY DATES:**

**STANDARDS:** All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts
- c) Canadian General Standards Board
- d) CFIA Inspection Standards

## **QUALITY ASSURANCE**

The «**Food Quality Specifications (FQS) - Food purchased by federal government departments »** will be used as reference for quality control. These specifications can be found on the ***publications.gc.ca*** by searching with the following catalogue number.

**FQS-10 Fresh Fruit – Catalogue No. D2-531/10-2018E-PDF**

SQA-10 Fruits frais - N° de catalogue D2-531/10-2018F-PDF

**FQS-11 Fresh Vegetables – Catalogue No. D2-531/11-2018E-PDF**

SQA-11 Légumes frais - N° de catalogue D2-531/11-2018F-PDF

All fresh Fruits and Vegetable products the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering. Any products with shelf-life of less than five (5) days remaining from receipt of shipment of any products will be returned (opened and unopened) to the supplier at the supplier's expense.

Final inspection and acceptance of the food product will rest solely with the consignee (client) at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The client will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

**Vendor's Performance:**

The vendor's performance will be monitored by the Food Services Officer or his designated representative at each individual Institution.

**«Performance Factors» will include, but NOT limited to:**

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

High quality product and service as defined in the **«DND Food Quality Specifications»** will be required during the period of this standing offer. Failure to provide the level of **quality of goods and services as defined herein OR non-compliance with Annex "B" - the «List of Products»** more than eight (8) times over the period of the standing offer could result in the following:

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Services and Procurement Canada; and

- 1. Initial notice of failure to provide the level of service required, quality products or correct product size etc....
- 2. Additional incidents will result in a written notification requesting corrective action; and
- 3. For a ninth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

**MANDATORY DELIVERY REQUIREMENTS for Each Individual Institution**

**Dorchester Penitentiary (DP) Medium Sector and Minimum Sector - Dorchester NB**

Dorchester Penitentiary, Medium Sector requires one to two (1-2) deliveries per week  
Dorchester Penitentiary, Minimum Sector requires two (2) deliveries per week  
Regional Food Production Center requires one (1) delivery per week

Deliveries will be accepted each day from **Monday to Friday** and MUST be from **8h00 to 11h00** and from **13h00 to 15h00** (**deliveries must be completed by 11h00 and 15h00**).

Emergency Deliveries will be accepted as per their regular hours of delivery.

**Location of Delivery - Mandatory Requirement:**

All deliveries to DP Medium Sector must be made to the building indicated as «Procurement & Stores».

All deliveries to DP Minimum Sector and the Regional Food Production Centre MUST be made to the «Regional Food Production Center Building».

**All deliveries to DP Minimum Sector and the Regional Food Production Center MUST be made to the «Regional Food Production Center Building». All deliveries to the «Regional Food Production Center Building» MUST be made in a truck no longer than 36 feet maximum in length at most.**

Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

**Atlantic Institution (AI) - Renous, N.B.**

Atlantic Institution in Renous NB require two (2) deliveries per week

Deliveries will be accepted each day from **Monday to Friday** and MUST be from **8h00 to 11h00** and from **13h00 to 15h00** (**deliveries must be completed by 11h00 and 15h00**).

For Emergency Deliveries only, deliveries will be accepted as per their regular delivery hours but up until 16h00 (delivery completed) with prior arrangements.

**Location of Delivery - Mandatory Requirement:**

All deliveries to Atlantic Institution must be made to the loading docks and are to be received by Central Receiving. **All deliveries to Atlantic Institution must be made in truck with the capacity of completely backing inside the bay door with a loading dock 48" high.**

**Springhill Institution (SI) - Springhill, N.S.**

Springhill Institution in Springhill NS requires one (1) delivery per week.

Deliveries will be accepted each day from **Monday to Friday** and MUST be from **8h00 to 11h00** and from **13h00 to 15h00** (**deliveries must be completed by 11h00 and 15h00**).

Emergency Deliveries will be accepted during the same hours as regular deliveries.

**Location of Delivery - Mandatory Requirement:**

All deliveries to Springhill Institution MUST be made directly to the Back Door of the Kitchen. The truck MUST ALWAYS be capable to go directly to the Kitchen's Back Door. Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

**NOTE:**

**The day(s) of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.**

Deliveries will not be accepted at any other location on the premises of the Institutions.

There MUST be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

**EMERGENCY DELIVERIES:**

**LOCK DOWN Emergency Deliveries:**

Orders MUST be delivered within 24 hours' notice, during regular business days only. For Emergency Deliveries due to a LOCK DOWN.

**Other Emergency Deliveries:**

In the event an order CANNOT be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc the supplier will be required to make delivery the following business day and NO LATER than the second business following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.